

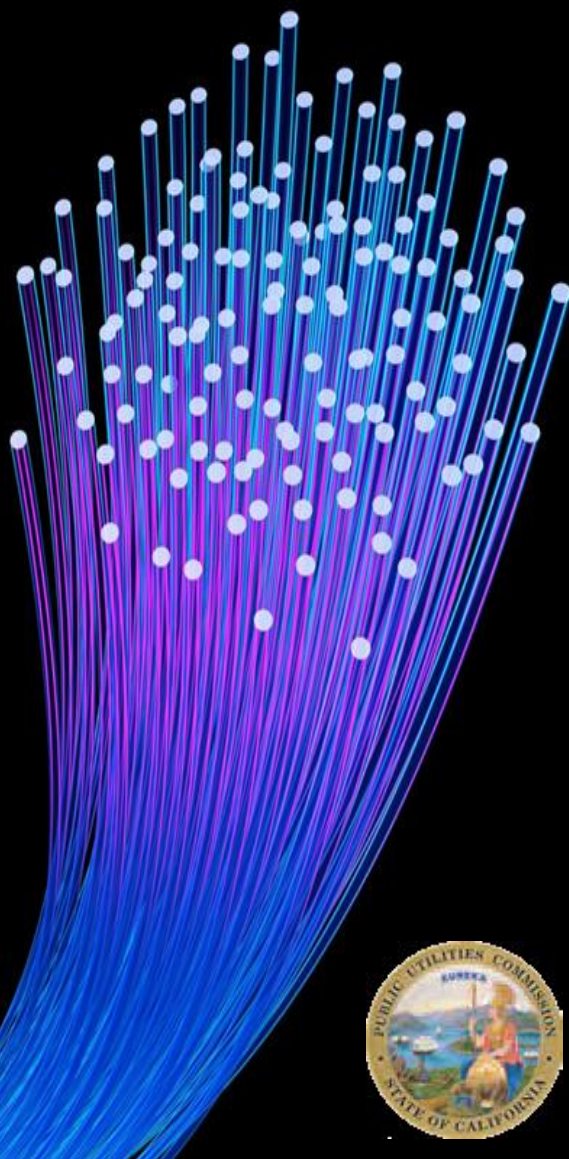


CALIFORNIA PUBLIC UTILITIES COMMISSION

California Advanced Services Fund Rural and Urban Regional Broadband Consortia Grant Program

Administrative Manual

Version 4 (July 2015)





To all CASF Regional Consortia:

The California Public Utilities Commission (CPUC) thanks you for your interest in promoting broadband deployment, access, and adoption in California. We welcome all the consortia groups to the California Advanced Service Fund (CASF) Program and look forward to working with you to reach our common goal of expanding broadband throughout California.

Respectfully,

The CASF Team
CPUC Communications Division

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I. Introduction

The Communications Division (CD) staff prepared this Administrative Manual to implement the California Advanced Services Fund (CASF) Rural and Urban Regional Broadband Consortia Grant program (Consortia Grant). This manual describes the requirements and process for obtaining grant payments and for CD staff's oversight of the consortia's operations applicable to grant recipients.

We encourage each consortium to download and review the pertinent documents under which the Consortia Grant program operates and to familiarize itself with the Consortia Grant program operations in relation to the three other programs under CASF – the Broadband Infrastructure Grant, Broadband Infrastructure Revolving Loan, and Broadband Public Housing Account. These include the following CPUC decisions and resolutions which are hyperlinked on the CPUC Consortia webpage:

- [Decision 11-06-038](#) established the guidelines for applying, selecting, and administering the consortia grant awardees.
- [Decision 11-07-034](#) corrected language specifically referencing the Los Angeles County region awardees.
- [Resolution T-17349](#) (December 2, 2011) approved the first set of seven regional consortia whose start date is January 2, 2012.
- [Resolution T-17355](#) (February 16, 2012) approved a second set of seven regional consortia whose start date is March 1, 2012.
- [Resolution T-17445](#) (June 12, 2014) approved a third set of grants of two regional consortia whose start date is July 1, 2015.
- [Decision 12-02-015](#) established a revised CASF Broadband Infrastructure Grant Program and the new CASF Broadband Infrastructure Revolving Loan Program.
- [Decision 14-12-039](#) adopted the Broadband Public Housing Account Application Requirements and Guidelines.

II. CASF Staff Team

The CASF Section in CD is responsible for overseeing the CASF program. CD staff is available to assist each of the consortia grantees with the program as well as those of the revised CASF Infrastructure Grant and the new CASF Revolving Loan programs. Consortia key personnel and/or fiscal agents initially should contact CD's CASF Consortia Grant Coordinator if there are any questions.

The CASF Consortia Grant Coordinator contact information is:

Devla Singh
CASF Consortia Program
devla.singh@cpuc.ca.gov
(415) 703-5581
FAX (415) 703-4405

Questions may also be directed to the other CASF Section staff as needed and appropriate. The rest of the CASF team is comprised of the following staff:

Michele King
CASF Program Coordinator
michele.king@cpuc.ca.gov
415-703-4332

Selena Huang
CASF Section Supervisor
xiaoselena.huang@cpuc.ca.gov
415-703-5247

Elaine Lau
CASF Revolving Loan
elaine.lau@cpuc.ca.gov
415-703-5621

John Baker
CASF Infrastructure Grants
john.baker@cpuc.ca.gov
415-703-1568

In addition to the CASF Section staff, the following staff in CD's Video Franchising and Broadband Deployment Section may be contacted for questions related to the CPUC's broadband mapping efforts:

Rob Osborn
Broadband Deployment Coordinator
robert.osborn@cpuc.ca.gov
916-327-7788

III. Consortia Primary and Fiscal Agent Contacts

Consortium	Primary Contact	Fiscal Agent
Northeastern California Connect Consortium	Cathy Emerson cmemerson@csuchico.edu 530-898-3862	Jason Schwenkler schwenkl@gic.csuchico.edu 530-898-4372
Upstate California Connect Consortium	Cathy Emerson cmemerson@csuchico.edu 530-898-3862	Jason Schwenkler schwenkl@gic.csuchico.edu 530-898-4372
Redwood Coast Connect Consortium	Connie Stewart conniestew@humboldt.edu 707-826-3402	Steven Karp Steven.karp@humboldt.edu 707-826-4190
Connected Capital Area Broadband Consortium	Jodi Mulligan Jodi.Mulligan@valleyvision.org 916-325-1630	Bill Mueller Bill.mueller@valleyvision.org 916-325-1630
Eastern Sierra Connect Consortium	Justin O'Neill justinthomasoneill@gmail.com 760-495-2959	Deborah Hess dmrcandd@iwvisp.com 760-446-1974
Central Sierra Connect Consortia	Kathleen Haff haff.enterprises@gmail.com 209-595-9297	Shelly Hance shance@atcaa.org 209-533-1397
Gold Country Broadband Consortium	Randy Wagner randy@sedcorp.biz 530-823-4703	Randy Wagner randy@sedcorp.biz 530-823-4703
East Bay Broadband Consortium	Linda Best linda-best@comcast.net 925-246-1880	Linda Best linda-best@comcast.net 925-246-1880
Central Coast Broadband Consortium	Steve Blum steveblum@tellusventure.com 831-582-0700	Ezequiel Vega ezequiel.vega@cityofwatsonville.org 831-768-3470
San Joaquin Valley Regional Broadband Consortium	Marianne Collins King mcollinsking@csufresno.edu 559- 347-3908	Shelby Gonzales sagonzales@csufresno.edu 559- 278-0517
Inland Empire Regional Broadband Consortium	Martha van Rooijen martha@mvrconsulting.com 951-845-4391	Lea Deesing smartriverside@riversideca.gov 951-826-5734
California's One Million New Internet Users Coalition	Larry Ortega lortega@communityunion.org 951-314-0331	Hyepin Im hyepin@gmail.com 213-985-1500
Los Angeles County Regional Broadband Consortium	Revlyn Williams revlyn.williams@gmail.com 323-592-1089	Diana Rodriguez drodriguez@ypiusa.org 213-688-2802
San Diego Imperial Regional Broadband Consortium	Jennifer Henry Storm jh@sandiegobusiness.org 619-615-2953	Gary Knight gknight@sdfutures.org (619) 269-1684 x218
Pacific Coast Regional Broadband Consortium	Bruce Stenslie bruce.stenslie@edc-vc.com 805-794-0455	Bruce Stenslie bruce.stenslie@edc-vc.com 805-794-0455
North Bay/North Coast Regional Broadband Consortium	Tom West tom@westfamily.org 562-858-9378	Steven Sharpe Steve.sharpe@sonoma-county.org 707.565.7170
Gold Country Consortium Tahoe Basin Project	Beverly Ducey bev@tahoeprosperty.org 775-298-0267	Randy Wagner randy@sedcorp.biz 530-823-4703

IV. Consortia Reports and Grant Payments

The Consortia Grant program's requirements and disbursement process contained herein are in accordance with the guidance set forth in Decision (D.) 11-06-038, statewide procedures and processes, rules set forth in the State Administrative Manual, and by the State Controller's Office. Resolutions T-17349 and T-17355 approved a budget allowance of a maximum of \$150,000 per year per consortium for up to three years with no more than a total of \$450,000 per consortium, except for the Los Angeles County Regional Broadband Consortium which was awarded up to \$770,000 per year and a maximum of \$2.3 million for three years. In addition, Resolution T-17445 approved \$550,000 in grants for two additional Consortia (Broadband Consortium of the Pacific Coast and the North Bay/North Coast Broadband Consortium) for a two-year program cycle. Furthermore, a consortium is eligible to request supplemental funding of up to \$2,000 per person for up to five delegates to participate in the Annual Regional Consortia Learning Community Summit (Annual Consortia Summit) hosted by CD, with exception to the Los Angeles County Regional Broadband Consortium, because its grant award already includes funding to participate in the Annual Consortia Summit.

A. Consortia Groups Quarterly Schedule

1. Group 1 – Consortia groups approved on December 2, 2011 (approved in Resolution T-17349)
 - a. First Quarter: January – March
 - b. Second Quarter: April – June
 - c. Third Quarter: July – September
 - d. Fourth Quarter: October – December
2. Group 2 – Consortia groups approved on February 16, 2012 (approved in Resolution T-17355)
 - a. First Quarter: March - May
 - b. Second Quarter: June - August
 - c. Third Quarter: September - November
 - d. Fourth Quarter: December – February
3. Group 3 – Consortia groups approved on June 12, 2014 (approved in Resolution T-17445)

- a. First Quarter: July-September
- b. Second Quarter: October -December
- c. Third Quarter: January - March
- d. Fourth Quarter: April -June

Quarterly progress reports are due five (5) days after the end of the period.

B. Quarterly Progress Report

A sample Quarterly Progress Report template (Attachment I, D.11-06-038) is included here as Appendix A. Quarterly Progress Reports shall be based upon the approved Action Plan, Work Plan, Consent Form, timelines, milestones, and costs identified in the application. Further, the Quarterly Progress Report should indicate the actual date of completion for each task/milestone as well as problems/issues encountered and the actions taken to resolve these problems/issues. The Quarterly Progress Report will be submitted and certified under penalty of perjury by using the *Quarterly Report and Payment Request Transmittal Letter and Declaration* (see Appendix B). Whether or not a progress payment is requested, a Quarterly Progress Report is required to be submitted five days after the end of the quarter to ensure activities and goals are on target with the approved Work Plans. Quarterly Progress Reports may be submitted electronically via email to the Consortia Grant Coordinator.

All performance specified under the terms of any award shall be completed on or before the termination date of the award, as per the signed Consent Form between the recipient and the Commission.

C. Disbursement of Annual Grant Funds Schedule

Disbursements of the annual grant award will be made in the form of progress payments to the Fiscal Agent. The Consortium must first submit the Quarterly Progress Report to CD together with all requests for payment and reimbursement supported by invoices and receipts. Progress payments will not exceed an accumulated 25% of the total annual award value after the first quarter, 50% after the second quarter, 75% after the third quarter, and 100% after the fourth quarter.

D. Establishing a CASF Bank Account

CD staff strongly recommends that consortia fiscal agents establish a bank account solely for CASF deposits and expenditures to avoid co-mingling of other funding sources which will complicate accounting in the consortia program.

E. Start-Up Costs and First Quarterly Progress Payment

The grantee may request payment for start-up costs using supporting documentation such as receipts and/or invoices for services rendered. A start-up cost request is permitted prior to the first quarterly report and is limited to a maximum of 10% of the total first year award. When a 10% start-up costs payment request is submitted, the first quarterly progress payment schedule will be set at 15%. The remaining 15% of the first quarterly progress payment, or 25% if no start-up costs payment is requested, is also to be supported by documentation such as invoices and/or receipts for services rendered and must include submission of a quarterly progress report. The following table illustrates the disbursements of start-up costs and all subsequent progress payments:

Description	Payment Request Percentage	Required Documentation
Start-up costs	10%	<ul style="list-style-type: none">• Receipts and/or invoices for services rendered
First Quarterly Progress Payment	Remaining 15% (if start-up costs payment is requested) -or- 25% (if no 10% start-up costs payment is requested)	<ul style="list-style-type: none">• Receipts and/or invoices for services rendered-and-• Quarterly Progress Report
Subsequent Quarterly Progress Payments (First year 2nd Qtr thru Third year 3rd Qtr)	25%	<ul style="list-style-type: none">• Receipts and/or invoices for services rendered-and-• Quarterly Progress Report

Final Quarterly Payment (Third year 4th Qtr)	25%	<ul style="list-style-type: none"> • Receipts and/or invoices for services rendered -and- • Project Completion Report
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F. Progress Payment Criteria

In accordance with State procedures and rules, including the State Administrative Manual ¹ (SAM), the State Controller's Office (SCO), and the requirements set forth in Decision (D.) 11-06-038, a consortium must submit the Quarterly Progress Report to the Communications Division together with all payment requests supported by documentation such as receipts and/or invoices for services rendered in order to receive a progress payment.

G. Final Payment and Project Completion Reports

The Commission will require each consortium to submit a project completion report at the conclusion of its two or three-year grant award. The project completion report must indicate that the consortium accomplished all activities in its approved Work Plan and will be required before full payment of the remaining grant funds. The final payment will be equal to the outstanding balance due under the consortium grant or actual expenditures, whichever is less. The grantee's project completion report, including a final payment request form and documentation such as receipts and invoices, must be submitted to CD no later than 60 days after the project completion.

In the event that the CASF Consortia Grant Account recipient fails to complete the project in accordance with the terms of approval granted by the Commission, the recipient will be required to reimburse some or all of the CASF Consortia Grant Account funds it received.

H. Payee Data Record

Prior to the issuance of the initial payment, a *Payee Data Record* Form STD 204 must be submitted to the Consortia Grant Coordinator (*see* Appendix C). This one-time

¹ State Administrative Manual, Chapter 8400, Disbursements, Part 8422.1, Invoices and Vouchers

document will be used to set up the tracking of payments issued from the State to the consortia. Before a reimbursement can be issued, the Payee Data Record must be completed so that the CPUC Fiscal Office can input the important Federal Employee ID Number (FEID) info, etc. Print the form, complete it with a fiscal agent signature, and send the original with the initial payment request package (as explained in Section I) to CD.

I. Payment Request Package

The payment request package consists of the following documents:

1. Consortium's *Quarterly Progress Report* (Appendix A) or *Project Completion Report* (used at time of final payment)
2. *Payment Request Cover Sheet* (Appendix D-1) summarizing the expenses claimed from the spreadsheet with the subtotals of each expense category listed by consortium's Activities/Goals. Check the summation/calculations to ensure correct totals.
3. *Payment Request* spreadsheet (Appendix D-2) is the main document for input and listing of expenses. Expenses should be filled to correspond to Work Plan Activities/Goals per your budgets and should be spread across the activities as appropriate. Check the summation/calculations to ensure correct totals.
4. *Travel Expense Claim* form, when applicable.

- a. *Travel Expense Claim* Form STD 262A (Appendix D-3)

When travel expenses are claimed, a *Travel Expense Claim* Form STD 262A will be required. The per diem amounts are those negotiated and approved under the collective bargaining agreement(s) that are in use by State employees. Currently, the business and travel expense allowances are (effective January 2015):

Lodging: \$90 maximum for most counties except: Napa, Riverside and Sacramento counties, \$95; Los Angeles, Orange and Ventura counties, \$120; Alameda, Monterey, San Diego, San Mateo and Santa Clara counties, \$125; San Francisco and the City of Santa Monica, \$150.

Mileage: 57.5 cents per mile for personal vehicle travel.

Meals: Breakfast \$7, lunch \$11, dinner \$23, incidentals \$5.

When filing a claim for the annual *Learning Community Summit*, clearly indicate this trip in the description of *Purpose of Trip* (line 14)

on the TEC form. (General CPUC travel reimbursement policies are included in Appendix D-4. Refer to above for current reimbursement rates.)

- b. *Excess Lodging Rate Request* Form STD 255C (Appendix D-5), as needed, to pre-approve lodging above the county maximums allowed. Good faith effort to secure lodging at the established rates is expected.

- 5. Receipts and/or invoices for services rendered shall be submitted as supporting documentation for expenses.

J. Submission of Payment Request Package

Consortia must submit the payment request packages to the Consortia Grant Coordinator together with the *Transmittal Letter and Declaration* (Appendix B) signed by the fiscal agent that, under penalty of perjury, the information provided therein is true and correct. The Consortia Grant Coordinator will review payment requests, comparing expenses against the consortia's approved budgets and the activities/ accomplishments shown in the quarterly progress reports. The Consortia Grant Coordinator may request additional information regarding the progress reports and supporting documentation submitted with payment requests. The Consortia Grant Coordinator will submit payment voucher documents to the Commission's Fiscal Office. The Fiscal Office will review all payment voucher submissions for accuracy and completeness and, according to administrative policies, will schedule payments from the SCO to be issued to the consortia fiscal agents.

Submit an original payment request package, either (preferably) electronically or via hard copy. Keep a copy for your files. Consortia fiscal agents should send the payment request package to:

California Public Utilities Commission
Communications Division
Attn: CASF Consortia Grant Coordinator
505 Van Ness Avenue, 3rd flr.
San Francisco, CA 94102-3298

K. Payment Processing Timeline

Payment to consortia will adhere to the following timeline for processing CASF consortia payments:

Event	Payment Cycle 1 (Day/Month)	Payment Cycle 2 (Day/Month)
Payment request package due from consortium to Communications Division (CD)	5 th of Month following the end of Quarter	19th of Month following the end of Quarter
Payment authorization letter from CD to Fiscal Office ²	On 19 th of Month	On 3rd of Next Month
Payment authorization submitted from Fiscal Office to State Controller's Office for payments	20 th through 26 th of Month	4th through 20th of Next Month

If any date in this payment schedule falls on a weekend or holiday, that date will be advanced to the next business day but the remaining dates in the payment schedule will remain unchanged. The SCO requires 14 to 21 days to issue payment from the day it receives payment requests. The SCO issues payments directly to the entity and address listed on the Payee Data Record.

L. Reimbursement for Annual Consortia Summit

Each consortium can claim reimbursement for travel expenses and per diem costs associated with each Annual Consortia Summit hosted by CD separate from the quarterly progress payment requests. The maximum reimbursement allowable under the Consortia Grant is \$2,000 per person for up to five delegates for each summit, for a total of up to \$10,000 per consortium annually. The consortium fiscal agent must complete TEC Form STD 262A, as described in Section I (Payment Request Package) above, as part of the Consortium's payment request.

V. Year 2 and 3 Budget Renewal

To receive Year 2 and Year 3 funding of the budget allowance authorized by Resolution T-17349 for Group 1, Resolution T-17355 for Group 2, and Resolution T-

² The above schedule is contingent on each CASF consortium submitting clear, complete, and error-free invoices to CD. Additional time to process payments may be necessary and the timeline will be put on hold if CD finds problems with the submitted payment request package and/or supporting documentation.

17445 for Group 3 a consortium grantee must submit Work Plans for subsequent years by May 1st of each year. The work plans are subject to CD's review and approval. Staff will indicate approval via letter from CD's Director.

VI. Regular Meetings and Check-Ins

A. All-Consortia Meetings

CD's Consortia Grant Coordinator will schedule monthly conference calls with all consortia. Generally, these conference calls will take place on the second Thursday of each month. The Consortia Grant Coordinator will establish the agenda and seek input from the Consortia. Representatives from each consortium are encouraged to participate in the monthly conference calls.

B. One-on-One Consortia Meetings

The Consortia Grant Coordinator will set regular times to have a conference call with each consortium and periodically will travel to regions to attend workshops, conferences, or other consortia events.

VII. CASF Webpage and Consortium Information

A. CPUC CASF Webpage – <http://www.cpuc.ca.gov/casf>

On the CASF webpage, locate the Rural and Regional Urban Consortia Account link, where you will find each consortium's basic contact information uploaded onto individual subpages available for public view. The consortia subpages will include the approved action plans, work plans, and consortia website addresses (if available) so that regional information is easily accessible to website visitors interested in learning more about CASF broadband activities locally and around the state. Revised work plans will be posted to provide the general public with accurate information.

B. Consortium Webpage and Public Notification of Events

Event information about upcoming consortia public meetings or calendars and links to local news articles/press releases will be valuable to garner community participation and public support. Thus, we ask each consortium to post such information

timely on their home websites. Maintaining current, relevant information is highly encouraged.

VIII. Changes to a Consortium's Action Plan

A consortium must inform the Consortia Grant Coordinator as soon as possible of proposed changes to its action plan including its work plan, budget allocation, membership, and/or fiscal agent. Refer to Sections 4, 6, and 10 in D.11-06-038 which address such changes. Any change to the substantive terms and conditions underlying Commission approval of a grant must be communicated in writing to the CD Director at least 30 days before the anticipated change and may be subject to approval either by the Director or by Commission resolution before becoming effective. The Consortia Grant Coordinator will determine whether a proposed change is substantive requiring formal Commission approval and will advise the consortium accordingly. The following table shows typical changes and the actions to be taken to initiate review for approval.

Change	Consortia Action	CPUC Action
<p>Work Plan / Action Plan –</p> <ul style="list-style-type: none"> - Tasks - Activities - Deliverables - Timeline 	<ol style="list-style-type: none"> 1) Contact the Consortia Grant Coordinator about proposed change 2) Revise document(s), including proposed Budget if affected by changes and submit to Grant Coordinator 3) If a substantive change is requested, submit documents at least 30 days before the anticipated change to Consortia Grant Coordinator with a cover letter addressed to CD Director explaining requested change 	<ul style="list-style-type: none"> - Consortia Grant Coordinator determines whether proposed change is <i>substantive</i> requiring approval by Commission resolution - A non-substantive change may be approved by the Consortia Grant Coordinator with an email confirmation to consortium - If change is approved, a revised Work Plan and/or Action Plan added to consortium file - Revised Work Plan and/or Action Plan posted on CPUC consortia sub-page

Budget Allocation	<ol style="list-style-type: none"> 1) Contact the Consortia Grant Coordinator about proposed change 2) Revise budget document(s) 3) Submit to Consortia Grant Coordinator with a cover letter explaining requested change 	<ul style="list-style-type: none"> - Consortia Grant Coordinator reviews and may recommend modification - Emails confirmation of review to consortium
<p>Designated Fiscal Agent –</p> <ul style="list-style-type: none"> - Agency entity/organization - Representative/person 	<ol style="list-style-type: none"> 1) Contact the Consortia Grant Coordinator about proposed change 2) For a new fiscal agent entity/organization, submit letter to the CD Director at least 30 days in advance of anticipated change explaining the change and new fiscal agent recommendation <ul style="list-style-type: none"> - New Attachment E form must be prepared when a new fiscal agent entity is proposed - Must include a description of the proposed fiscal agent entity/organization or a bio describing new representative's relevant experience 3) For a change in the fiscal agent representative, send email to the Consortia Grant Coordinator with message explaining change and the new contact information. 	<ul style="list-style-type: none"> - Approval of a change in Fiscal Agent entity/organization is a <i>substantive change</i> requiring approval by Commission resolution - Consortia Grant Coordinator reviews the new Fiscal Agent entity and/or nominated representative's bio information and may recommend approval - A change of representative/person within the same Fiscal Agent entity may be approved by the Consortia Grant Coordinator with an email confirmation to consortium
<p>Official Membership –</p> <ul style="list-style-type: none"> - Add/remove agency or representative - Change representative but not agency 	<p>For any change –</p> <ol style="list-style-type: none"> 1) Revise membership list 2) Send to Consortia Grant Coordinator in email explaining change 	<ul style="list-style-type: none"> - Consortia Grant Coordinator reviews changes - Emails confirmation of review and final recommendation to consortium - Revised membership list added to the consortium file

Key Contact for Consortium - Representative	1) Send email to Consortia Grant Coordinator with message explaining change and the recommendation of new representative 2) Include a bio or description of the new representative	- Consortia Grant Coordinator reviews change - Emails confirmation of review and final recommendation to consortium - Revised contact added to consortium file and listed on the Consortia webpage
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IX. Publicity and Acknowledgment

In accordance with the requirements set forth in D.11-06-038, any publications, studies, or reports made possible or derived in whole or in part from the project and any news articles, brochures, seminars, or other promotional materials or media through which the Grantee publicizes the Project will acknowledge the CASF's Consortia program in the following manner:

“Funding for this project has been provided in full or in part through a grant by the Rural and Urban Regional Broadband Consortia Grant Account of the California Advanced Services Fund, a program administered by the California Public Utilities Commission.”

X. Sending Large Documents Using the CPUC's File Transfer Protocol (FTP) Server

The Commission's firewall may prevent consortia from successfully sending large electronic data files over standard email services to the Consortia Grant Coordinator. Using the secure FTP Server will allow you to send files up to 2 GB in size. Go to: <https://cpucftp.cpuc.ca.gov/> to initiate new user registration using your email address and follow the steps to complete your account set up. Thereafter, you can go to the hyperlink site, log in, attach files, and send them to the Consortia Grant Coordinator.